

Bulletin Number	7999BR
Type of Recruitment	Interdepartmental Promotional Opportunity
Department	Human Resources Countywide Exams
Position Title	INFORMATION TECHNOLOGY CONSULTANT, CIO
Exam Number	R2563C
Filing Type	Standard
Filing Start Date	08/23/2012
Filing End Date	09/13/2012
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	7715.09
Salary Maximum	11677.42
Position/Program Information	<p>Acts primarily as either Information Technology technical or business analyst consultant to the Chief Information Officer and Information Systems division managers in County Departments. Positions allocable to this class are found only in the Chief Information Office and work under the direction of the Chief Deputy Director, CIO. They are distinguished from other Information Technology positions by their consultant role of advising line Information Technology departments. They are distinguished from the higher level position of Senior Information Technology Consultant, CIO by assuming either the role of technical advisor or Information Technology business analyst consultant, rather than both. Assignments are made on the basis of a combination of the type of department, strategic and business financial and technical advisory capabilities. As the knowledge and skill level of the incumbent increases, more of a variety of technical advisor and business analyst functions will be assigned. Assignments are comprised primarily of financial analysis, business analysis, information systems technical consultations, project management or other special project responsibilities with undefined performance parameters rather than a combination of a majority of these functions. Incumbents must have a high level of analytical skill, good to excellent written and verbal communication skills, the ability to listen perceptibly and ask pertinent questions, the ability to develop and make technical presentations, the ability to grasp the inter-workings of a technical system, write and understand business requirements (RFPs), conduct technical research including best practice, and perform as an effective and convincing negotiator.</p>

Essential Job Functions

Acts as a hardware, software or Information Technology strategic planning consultant to departmental project teams and user management in a highly specialized field of information technology.

Assists in the management of highly technical special projects, such as supporting a Senior Information Technology Consultant, CIO in the management of a line department's information technology operation in the long term absence of the manager, and chairs County-wide Information Technology meetings to develop policy/standards.

Recommends and writes County-wide policy and standards concerning hardware, software, and the infrastructure and encourages recommended standards.

Reviews all assigned department's contracts for capital equipment and Information Technology consultant services and provides advice as to County-wide consistent standards, best practices, best business sense which is consistent with the departments' information technology strategic plans, IT budgets adherence to the department's business plan.

Develops information technology business criteria and concepts to assist departments in developing long-range technical business plans.

Provides consultation in planning and developing management concepts, objectives, policies, projects, and systems to accomplish the goals of the enterprise.

Monitors efficiency and effectiveness, makes recommendations for problem solution, and implements approved recommendations.

Advises high level line departmental management on technical and IT financial considerations and may implement approved recommendations.

Determines project feasibility, reviews proposed Request for Proposals (RFPs), Request for Quotations (RFQs), Requests for Information (RFI), etc. for outside vendor purchases and advises departments as to County-wide consistency, best prices, and feasibility.

Reviews proposed systems design to ensure that design criteria are compatible with long-range development plans.

Evaluates major technology purchases (hardware, software, telecommunications, etc.) to determine their effect on existing environment and their compatibility with the future strategic direction of the enterprise and the County as a whole.

Requirements

SELECTION REQUIREMENTS:

A Bachelor's Degree from an accredited* college or university in Computer Science or a closely related field**, or Business Administration or Public Administration with 12 semester or 18 quarter technology related units **AND** three years' experience within the past five years in a technical, administrative, or advisory capacity*** investigating and resolving complex information technology (IT) systems problems and issues**** in areas such as personnel, budget, legislative, community, or government.

License(s) Required	A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
Desirable Qualifications	Excellent knowledge of Information Technology Strong Project Management Skills Excellent interpersonal communication skills. Credit will be given to applicants who possess DESIRABLE qualifications.
Special Requirement Information	<p>**Closely related fields include Computer Engineering; Computer Information Systems; Computer Science and Engineering; Electrical Engineering and Computer Science; Management Information Systems; and Mathematics with Computer Science. Any degree that is not specifically listed will be reviewed by IT subject matter experts to determine whether the degree qualifies.</p> <p>In order to receive credit for the required course work you must include a legible copy of official transcripts from the accredited institution which shows the area of specialization by the date the list is created.</p> <p>***Technical capacity is defined as performing, leading, or supervising the performance of the day-to-day technical work in a specialized information technology field. Administrative capacity is defined as performing work in the administrative services branch of an organizational unit with responsibility for formulating information technology policies, procedures, and budgets. Advisory capacity is defined as being an expert in a specialized field of information technology who expresses views, provides opinions, and recommends courses of action to be taken on information technology problems presented by others for resolution. Persons who provide such advisory services do not regularly or necessarily perform or supervise the performance of the day-to-day work in the specialized information technology field.</p> <p>****Complex information technology systems problems and issues are defined as those involving the strategic deployment of hardware, software, networking, systems, data, telecommunication, and/or security in project environments with a high degree of risk, monetary commitment, or enterprise-wide impact. This experience is gained in positions in Los Angeles County at the level of Information Technology Supervisor, Principal Information Systems Analyst, Principal Application Developer, Principal Operating Systems Analyst, or Principal Network Systems Administrator. *****</p> <p>*****Verification of Experience: Experience gained in a position performing similar kinds of work which provides the</p>

knowledge, skills, and abilities required for the higher level position will be accepted. Experience claimed will be verified and evaluated to determine if the type, level or length of experience is qualifying. Applicants must supply sufficient information for this evaluation to be made. Applicants claiming such experience in County service must present, within 5 business days of filing, written proof of this experience in a Verification of Experience Letter approved by their Departmental Human Resources Manager or authorized representative. Credit will only be given for out-of-class experience to meet the selection requirements only. **Withhold Information:** Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing.

Accreditation Information

***Accreditation:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE). In order to receive credit for the required course work you must include a legible copy of official transcripts from the accredited institution which shows the area of specialization by the date the list is created.

Examination Content

This examination will consist of three (3) parts:

PART I: A qualifying evaluation of training and experience based on application information and Desired Qualifications .Qualifying (i. e., candidates will receive a pass/fail result). Candidates that meet the Selection Requirements will be sent a Training and Experience questionnaire via email. Candidates are responsible for providing a valid email address.

PART II: A Structured Interview to evaluate technical knowledge and skills; interpersonal and verbal communication skills; analytical and problem solving skills; work habits and productivity weighted 75%.

PART III: An Appraisal of Promotability (AP) to evaluate knowledge and skills; interpersonal and verbal/written communication skills; analytical and problem solving skills; work habits and productivity weighted 25%.

Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible list.

Vacancy Information

The eligible list resulting from this examination will be used to fill vacancies for the Chief Information Office.

Eligibility Information

The names of candidates receiving a passing grade in the examination will be placed on the eligible list for a period of twelve (12) months from the date the list is created.

Job Opportunity Information

Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements. Applicants must indicate their department name and number on the employment application. The department number is identified on employee's payroll warrant.

Application and Filing Information

Fill out your application completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.

All information is subject to verification.

We may reject your application at any time during the selection process.

We encourage you to apply online by clicking on the link above or below this bulletin that reads, Apply to Job so you can apply online and track the status of your application and get notified of your progress by email.

We must receive your application by 5PM , PST, on the last day of filing.

Note: If you are unable to attach required documents, you may fax them to (213) 380-3681 . within five (5) days of filing or by the last day of filing whichever comes first. Please include exam number and exam title.

The acceptance of your application depends on whether you have clearly shown that you meet the SELECTION REQUIREMENTS. Fill out the application completely and correctly to receive full credit for any related education, training, and job experience you include. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. If your application is incomplete, it may be rejected at any stage of the selection process. All information and records are subject to verification.

County of Los Angeles
Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[GENERAL EXAMINATION INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Career Opportunities' Tab, and then click on General Examination Information Tab.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations

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Job Field	Information Technology
Job Type	Professional